



Albuquerque Operations Office

An Introduction to Integrated
Safeguards and Security
Management (ISSM)

Summer 2001

Integration of safeguards and security into all aspects of site operations is a key goal of the Albuquerque Operations Office and the National Nuclear Security Administration (NNSA) during FY01. With the issuance of DOE Policy 470.1, "Integrated Safeguards and Security Management Policy," DOE has committed to a methodology or system to formally organize, plan, perform, assess, and improve the way in which security is implemented throughout the DOE/NNSA complex. The purpose of this pamphlet is to describe the what, who, when, where, and why of ISSM for Federal employees at the Albuquerque Operations Office.

Effective implementation of safeguards and security at AL is where ISSM begins. All DOE/NNSA requirements are aimed toward making good security happen at the local level. Protection of people, ideas, materials, and property within the national interest has always been essential to the success of AL. Historically, as new problems in the security world have occurred, new programs or initiatives were developed. All too often these new initiatives are added on as a separate program rather than integrating the new requirements into day-to-day business practices. Management systems, such as ISSM, are a methodology that many organizations have successfully employed to implement a continual cycle of planning, implementing, reviewing, and improving the actions that are taken to meet overall programmatic objectives. ISSM, therefore, is not a program, but a formal system that is being used by NNSA and AL to help employees and organizations comply with security requirements and achieve broader security goals. The implementation of an ISSM system at AL will foster improved compliance, and sound security management and performance.

ISSM will not replace the current AL security program with a new set of requirements and processes. ISSM will provide a formal methodology which AL will use to plan, implement, and evaluate goals, objectives, and actions to improve and enhance security at AL. Goals and objectives for this system will be developed in conjunction with AL employees and endorsed by AL management. Potential goals include streamlining of security processes and procedures and integration of security into management and work practices at all levels. When fully implemented, ISSM will result in:

- ✓ Clearly defined roles and responsibilities for security for employees at all levels.
- ✓ Each employee taking ownership of safeguards and security requirements as they apply to them.
- ✓ A focused, effective security awareness program that ensures that each employee is fully trained to carry out his or her security responsibilities.
- ✓ Identification of safeguards and security requirements **before** work begins to ensure that the appropriate level of protection is applied.
- ✓ Seeking feedback from all employees on how to improve security at AL.
- ✓ Continuous improvement, resulting in improved security performance and protection.

A program plan has been developed for the implementation of ISSM which calls for actions to start during August 2001. During the first phase, employees will be queried as to what works, what doesn't work, and how

security can be improved. Additionally, we will identify all security requirements that apply to work at AL and determine how well AL is meeting these obligations. With this data, an implementation or “action” plan will be developed that includes specific targets and objectives and completion dates. Progress in implementing this program will be monitored by AL management. At the end of the first year, employees and management will be asked for input on how the program is going – has ISSM improved security at AL? This data will be used to develop future targets and objectives and ensure continuous improvement.

Employee understanding and involvement is key to the implementation of a successful ISSM system for AL. In the next few weeks we will be asking for your input and keeping you informed of our progress. We will be evaluating the following tools as potential methods of providing information to employees and receiving information from you on an ongoing basis:

- ✓ Focus group discussions with employees
- ✓ Management interviews
- ✓ A web page hot-linked to the AL Intranet
- ✓ Fact sheets
- ✓ Desktop procedures
- ✓ Small group meetings

Who Do I Call for More Information?

The AL ISSM Point of Contact is:

Maggie Wood – AL ISSM Coordinator:

Telephone Number: 505-845-5511

E-mail Address: woodm@doeal.gov